

AREA 870	DIVISION Inland Division	NUMBER 801
EVALUATED BY Veda Y. Fleeton		DATE 05/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 8/23/09
BY _____			

1. AREA ADMINISTRATION	EVALUATED 05/30/2009	ACTION REQUIRED	CORRECTED
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Area Automotive Technician II (ATII) Steve Higginson up to \$500, then a supervisor or Area Commander.
- b. What is the background experience of the Automotive Technician (AT)? The ATII has completed various automotive classes at Copper Mountain College and remains current by reviewing Fleet Operations Bulletins and manufacturer bulletins. Training provided by Dept.
- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No
- c. How much maintenance work is being done by the AT? Scheduled services, brake repairs, tire mounting, battery replacement, minor discrepancy repairs and trouble shooting.
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?
- d. What other duties or responsibilities are placed on the AT? Minor building maintenance such as light bulb replacement, sign posting, monitoring jet and unleaded fuel systems, monthly mileage reports, and annual San Bernardino County Fire Haz Mat Business Plan.

2. VEHICLE USE	EVALUATED 05/30/2009	ACTION REQUIRED	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? Eight.

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? The Area is not in excess of vehicles assigned and has recently requested two E class vehicles due to increase in uniformed personnel.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Supervisors are on-call and the vehicles are secured at their residence within departmental policy.

d. Who does the commander allow to ride in vehicles? Cadets, Media, and applicants for the Cadet position.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

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ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Palm Springs Motors

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location, quality, availability, price, convenience, service, and security.

(3) What are the hourly rates being charged? \$97.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? The vehicles are taken to the local car wash service facility.

(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☐ Yes ☒ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? They document vehicle defects or necessary repairs on a local form located below the keyboard. The officers also utilize a key tag indicating vehicle is non-operable.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, Supervisors, and ATII.

(a) Who determines when a vehicle is safe after repair or checking of defects? The ATII.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? The entire time the patrol vehicle is in service plus three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

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ACTION REQUIRED

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a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☐ Yes ☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Area has an assigned vehicle program. Adjustments can be made to the assignments for proper averaging of miles.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Vehicle assignments proved to be an effective way to improve mileage averaging. If assignment of a vehicle adversely affects mileage, the vehicle is reassigned.

c. How does the Area project run outs? ATII projects run-outs by monthly averaging each month.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? *All personal effects are removed, all equipment in working order, rear seat removed and checked for contraband.*

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED 05/30/2009	ACTION REQUIRED	CORRECTED
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a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? *April 6, 2009* ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? *AT II AND OFFICERS WITH AT II'S PERMISSION.* ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? ☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES	EVALUATED 06/11/2009	ACTION REQUIRED	CORRECTED
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a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? *AT II and Area supervisors.*

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	All tires are in racks and are secured by chains and locks.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Tires are disposed of by a contract vendor (Rubber Recovery) and batteries are taken by ATII to vendor when new batteries are purchased.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Fleet Supervisor and ATII.	

7. FUEL DISPENSING FACILITY	EVALUATED 06/11/2009	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Each vehicle has a credit card and local gas stations are identified for usage.		
(a) Is self-service or full-service used?	Self-service only.		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? <i>Officers and ATII.</i>		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? <i>ATII and supervisors.</i>		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? <i>Area developed a fuel log sheet for each pump.</i>		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? <i>The ATII checks the gas log and meter readings and compare it to the gallons dispensed.</i>		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? <i>The equipment was installed in 2007 and was checked for accuracy.</i>		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? <i>Every five weeks.</i>		
(2) At what level is it refilled? <i>When fuel reaches minimum contract level.</i>		
i. How does the Area secure the fuel pumps when they are not in use? <i>Padlocked.</i>		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 06/11/2009	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			No incidents recorded in past year.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 06/11/2009	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Fleet Supervisor and ATII.
(3) How is the information used in Area's fleet administration?			Vehicle operating costs are monitored and patrol vehicle parts inventory is maintained.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The threshold limit is \$500 by ATII, then the supervisor or Area Commander must approve the invoice. The Area has a designated ink stamp for invoice and the required information must be completed on the invoice.		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEETEVALUATED
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLESEVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Morongo Basin	Division: Inland	Chapter: 6
Inspected by: Sergeant V. Fleeton, 14674		Date: 06/18/2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Ten hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Inland Division Due Date: 07/24/2009		
Chapter Inspection: 6			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

All findings were within departmental policies and procedures.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
--

N/A

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Morongo Basin	Division: Inland	Chapter: 6
Inspected by: Sergeant V. Fleeton, 14674		Date: 06/18/2009

Required Action
Corrective Action Plan/Timeline

N/A

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 6-23-09
	INSPECTOR'S SIGNATURE 	DATE 06-18-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 7/6/09

AREA Arrowhead	DIVISION Inland	NUMBER 865
EVALUATED BY Sgt. Suarez		DATE 06/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 07/20/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>DL Sanders</i> DATE 7/13/09

1. AREA ADMINISTRATION

EVALUATED X	ACTION REQUIRED No	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area Sergeants and Commander.

b. What is the background experience of the Automotive Technician (AT)? 35 Years certified Master Mechanic after 8 years of apprenticeship.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? AT performs all brake changes, light bar repair, minor repairs and routine service. AT does not perform warranty or paint/body work.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? AT is also tasked with entering monthly fuel usage, obtains estimates on wrecked vehicles, the Area inventory, extender inventory, assists with building maintenance and other duties as assigned.

2. VEHICLE USE	EVALUATED X	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? Seven sedans and four 4X4's for a total of 11.

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? According to FOS, there

currently is no formula to calculate the ratio between officers and patrol vehicles in HPM 31.1. The formula discussed in HPM 31.1, Chapter 1-9 is referring to Class "E" pool (extra or emergency) vehicles assigned to Division Offices (e-mail attached).

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Sergeants are required to be on-call and respond to urgent/emergency incidents. Any unnecessary delay in response (responding to office for unit) could be detrimental to life and property

d. Who does the commander allow to ride in vehicles? Applicants and individuals meeting criteria set forth in General Order 100.42.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? The local dealerships for major repairs and warranty work, and repairs relating to paint/body are done through the competitive bid process.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Warranty and major service items are competed by dealerships and paint and body items are completed through the competitive bid process.

(3) What are the hourly rates being charged? \$57.00-\$88.00

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☒ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? The same as weekdays due to the 12 hour AWW staffing levels.

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Exterior and interior cleaning is performed by contract services that was selected through the competitive bid process.

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? There is a "Defective Vehicle Report" log located next to the vehicle key board that is utilized by employees. The A/T reviews it on a daily basis and makes all repairs in a timely manner to ensure availability.

(1) Who is authorized to declare a vehicle unsafe for patrol? Any employee who is authorized to operate departmental vehicles.

(a) Who determines when a vehicle is safe after repair or checking of defects? A/T

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☒ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? The defective vehicle report is not kept. All repairs are noted in each vehicle's service folder.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles with low mileage are deployed on all shifts until appropriate adjustment target is reached.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The Area does utilize an assigned vehicle program. The senior officers are given priority and the vehicles are shared with an officer on an opposing shift. Due to insufficient vehicles assigned to the Area and the 12 hour AWW, the Area does not show an issue with mileage averaging.

c. How does the Area project run outs? The A/T prepares a CHP 57 that is sent out to FOS. Mileage is also monitored through Fleet Focus.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Operational with new tires, brakes and light bulbs in the light bar.

(3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**

EVALUATED

X

ACTION REQUIRED

Yes

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☒ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No**6. TIRES, PARTS AND SUPPLIES**

EVALUATED

X

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The A/T and uniformed supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Tires are stored on tire racks in a locked facility or stacked within the locked garage.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Tires are disposed of through the junk tire disposal contract. Batteries are taken by the vendor as cores.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Sergeant K. Martin, #11775	

7. FUEL DISPENSING FACILITY

EVALUATED

X

ACTION REQUIRED

Yes

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Officers will first attempt to obtain fuel from adjacent areas or allied agencies (Caltrans) and use the Voyager card at local gas stations as a last resort.	
(a) Is self-service or full-service used?	Self-service.	

Destroy Previous Editions

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Uniformed employees, A/T and Area's maintenance worker.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? A/T.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? There is a fuel/oil log at the pump that is utilized to record the amount of fuel dispensed, which is reviewed and replaced daily by the A/T.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? A/T reviews CHP 33s on all cars and compares them to the daily fuel log. This usually addresses any discrepancies.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Area could not locate most current accuracy check. Pump #2 is currently out of service due to the meter not working properly. Area is waiting for repair approval from Facilities Section.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? On average, every three months.		
(2) At what level is it refilled? When the storage tank measures under 1000 (one thousand) gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Combination locks.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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8. SAFETY	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			SEE EXCEPTIONS DOCUMENT

(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Fleet supervisor.			
(3) How is the information used in Area's fleet administration? It is used to monitor vehicle maintenance, vehicle mileage, and to compare inventory of parts to what is documented in Fleet Focus.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Thresholds are based on remaining service miles of vehicle versus repair costs.		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED No	CORRECTED
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED N/A
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a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?	
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) How is repair work verified?	
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?	
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) How often is it used?	
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Refer to Exceptions Document (attached).

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 4

Command: Arrowhead	Division: Inland	Chapter: 6
Inspected by: Sgt. S. Suarez #14652		Date: 06/25/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 20	<input checked="" type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Inland Division Due Date: 07/20/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

CHP form 453F should be reviewed and revised. There are some questions that prompt you to answer with "Yes" or "No" that require a more detailed response other than "Yes" or "No." Also, Section 2, question 2, asks if the number of vehicles assigned is in excess of the "formula." There currently is no formula to calculate the ratio between officers and patrol vehicles in HPM 31.1. According to Fleet Operations Section, the formula discussed in HPM 31.1, Chapter 1-9 is referring to Class "E" pool (extra or emergency) vehicles assigned to Division Offices. Refer to attached e-mail from Fleet Operation Section.

Command Suggestions for Statewide Improvement:
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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 4

Command: Arrowhead	Division: Inland	Chapter: 6
Inspected by: Sgt. S. Suarez #14652		Date: 06/25/2009

Inspector's Findings:

The overall condition of the fleet was found to be in very good condition. The Area has an A/T who is very well organized and experienced. The service area (garage) is clean, organized and free of loose items on the floor. Only minor corrections are needed to the Area's fleet management program, which require approval from Facilities Section.

The following are responses to questions requiring more than just a "Yes" or "No" response:

Section 3 question a(5); The Area does not constantly change vendors as it has a well established, long- term relationship with the current vendors, which offer the most cost effective means.

Section 3 question d(1)(b); The A/T does not sign off the defective vehicle report form after repairs are done. The repairs are recorded in the vehicle's file and the vehicle is placed back in service only after such repairs have been completed and the vehicle is declared safe to operate by the A/T. Area should retain defective vehicle reports within the vehicle' file, for a specified retention period, after the A/T has repaired and signed off the correction. This would allow for verification of repairs and a more detailed service history for the fleet. The vehicle defect report was revised and the practice of retaining the forms in the vehicle's file was implemented.

Section 5 question c; The Area has all tools as listed in HPM 31.1, with the exception of a steam cleaner and a heat gun. The A/T has related that a steam cleaner is currently not needed and he uses his personal heat gun when needed. Due to the current budget restraints, these items will not be requisitioned. The Area will consider budgeting for these items in the future.

Section 5 question c(1); The A/T has related that an inventory of the tools had not taken place prior to this inspection in approximately two years. The Area could not produce any documentation of the previous inventory of tools. A detailed inventory of tools was conducted by Sgt. Suarez and the maintenance worker.

Section 5 question c(2)(c); Access to tools is restricted to the A/T and uniformed supervisors. There are a limited number of "basic tools" available to uniformed personnel so that minor repairs may be made.

Section 6 question c(1); The A/T does have a few obsolete parts on hand, which will be sent to FOS. The list of parts is attached for follow up verification that the parts have been sent to FOS.

Section 6 question e(4); Access to tires is not restricted to the A/T. Tires are accessible by uniformed personnel in the event a unit needs a tire replaced outside of the A/T's working hours. The tire change is documented and the A/T deducts it from the tire inventory.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Arrowhead	Division: Inland	Chapter: 6
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Section 7 question g (1); The last date of the accuracy check for the pump check is unknown and has been requested through Facilities Section. Pump #2 is currently out of service as the tenths section of the meter is not working and waiting approval from Facilities Section for repair. Pump #1 is fully functional and utilized.

Section 8 question c; Area exceeded its occupational safety goal in 2008 as it pertains to fleet management. To address this issue, the Area conducted a defensive driving course, which took place within the Snow Valley parking lot during the second quarter.

Section 11 does not apply to the Area since there are no motorcycles assigned to this area.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

RL Sanden

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Arrowhead	Division: Inland	Chapter: 6
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Required Action
Corrective Action Plan/Timeline

Section 3. The A/T does not sign off the defective vehicle report form after repairs are done. The repairs are recorded in the vehicle's file and the vehicle is placed back in service only after such repairs have been completed and the vehicle is declared safe to operate by the A/T.

Corrective action taken: Although the repairs are documented in the vehicle's file, the Area should retain defective vehicle reports within the vehicle's file, for a specified retention period, after the A/T has repaired and signed off the correction. This would allow for verification of repairs and a more detailed service history for the fleet. The vehicle defect report was revised and will be placed in the vehicle's file after repairs are made.

Section 5. The Area could not produce any documentation of the previous inventory of tools. The A/T has related that an inventory of the tools has not taken place in approximately two years prior to this inspection.

Corrective action taken: A detailed inventory of all tools as listed in MPH 31.1 and hand tools was conducted by Sgt. Suarez and the Area's maintenance worker.

Section 7. The last date of the accuracy check on the fuel pump is unknown and has been requested through Facilities Section. Pump #2 is currently out of service as the tenths section of the meter is not working and waiting approval from Facilities Section for repair. Facilities Section advised that the Area will be required to request an accuracy check from Caltrans or the County's weights and measurements division once the pump is repaired. Pump #1 is fully functional and utilized. There is a minor glitch with the tenths on the meter, which repair has been requested.

Corrective action: The Area is currently waiting for approval for repair of the pumps. Once the pumps are repaired, the Area will need to have the pumps certified for accuracy.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 7-13-09
Sgt. Sal Suarez, #14652	INSPECTOR'S SIGNATURE 	DATE 07/12/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 7/16/09

AREA	DIVISION	NUMBER
San Bernardino	Inland	860
EVALUATED BY	DATE	
Lt. Denise Hasan	10/08/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation	SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COMMANDER'S REVIEW 
<input type="checkbox"/> Correction Report BY _____	DATE 10/13/2009

1. AREA ADMINISTRATION	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☒ No

(2) Who is authorized to approve invoices? For motorcycle invoices, they are first reviewed by the motorcycle sergeant for accuracy. The fleet is reviewed by the AT's first. The invoices are then sent to the Lt. assigned over fleet for approval.

b. What is the background experience of the Automotive Technician (AT)? The AT's are certified mechanics and have completed and maintain their status with all available training through the Department.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? The necessary and approved work authorized by the Department.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? Against policy

d. What other duties or responsibilities are placed on the AT? Assisting the maintenance worker as needed

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 22

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Only those permitted per Department policy.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Redlands Ford, Highland Shell, ATS Transmission

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Based on hourly rate charged

(3) What are the hourly rates being charged? \$57.50

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 33%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Vendor comes to Area Office to clean and vacuum vehicles and officers can utilize local car wash facilities to keep interiors clean.

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Complete Area form located on clip board which is reviewed by Auto Tech's several times throughout the day.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officer, Sergeant and/or AT

(a) Who determines when a vehicle is safe after repair or checking of defects? AT

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 5 years, longer for vehicles involved in an accident

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicle mileages are reviewed every other month and rotated between the pool and assigned vehicle program to manage total mileage of fleet.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Ensures vehicle mileage is maintained properly and efficiently.

c. How does the Area project run outs? Review of monthly vehicle mileage

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Very good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? AT and sergeants

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Locked storage bay in addition to chains with locks on each individual tire

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Tires through bid process, batteries are disposed of by vendor.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Area Sergeant

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Use of voyager fuel card when vehicle does not have enough fuel to return to Area Office due to extenuating circumstances.

(a) Is self-service or full-service used? Self-service

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Officers, sergeants and AT's		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? CHP 33, Fleet Focus		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Vendor Reader Program		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Once a month		
(2) At what level is it refilled? Below half		
i. How does the Area secure the fuel pumps when they are not in use? Use of locks		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? Very good			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located? N/A			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Area management			
(3) How is the information used in Area's fleet administration? Vehicle mileage management			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Yes, by FOS or Area Mangement		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED Yes	ACTION REQUIRED No
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Motorcycle Training Days, discussions at briefings and with Area Motorcycle Sergeant		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Occupational Safety Committee, Motorcycle Training Days and Quarterly ride-alongs with supervisors and or CMTO.		

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? There has been one preventable collision since June 15, 2006.		
(a) How does it compare with Division and statewide rates? Area is within projected state-wide goals.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? At the Area Office		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Area uses only predesignated BMW authorized dealerships for services and warranty repairs. Area utilizes several pre-authorized dealerships for emergency tire repairs only.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☒ No

(3) How is repair work verified? By Motorcycle Sergeant and officers

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Use of Department trailer

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? As necessary

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-do-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 2

Command: 860	Division: Inland	Chapter: 6
Inspected by: Lt. Denise Hasan		Date: 10-08-2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Four hours	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:
--

None.

Inspector's Findings:

No items of discrepancies noted.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
--

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)



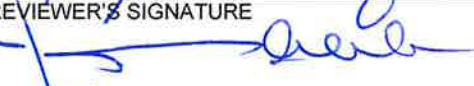
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: 860	Division: Inland	Chapter: 6
Inspected by: Lt. Denise Hasan		Date: 10-08-2009

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/13/09
	INSPECTOR'S SIGNATURE 	DATE 10/13/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/19/09

**AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Rancho Cucamonga	DIVISION Inland	NUMBER
EVALUATED BY Sergeant G. Burson, #10491		DATE 10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10-7-09
<input type="checkbox"/> Correction Report BY _____		EVALUATED G. Burson	ACTION REQUIRED No

1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the Area commander involved and informed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does he/she monitor invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who is authorized to approve invoices? Lieutenant M. Roe primarily approves vehicle invoices. Sergeant G. Burson primarily approves motorcycle invoices. If unavailable, any supervisor or manager can approve vehicle or motorcycle invoices.	
b. What is the background experience of the Automotive Technician (AT)? Our two (2) Automotive Technicians each have been in their current capacity with the State for nearly 15 years.	
(1) Are sufficient instructions and training provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is he/she a qualified mechanic at journey person level?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does he/she attend training on new model vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the AT have good rapport with Area personnel and vendors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Does the AT ensure vehicles are available at shift change?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Does the AT periodically attend staff meetings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(7) Does the AT have ideas/suggestions for improving the program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. How much maintenance work is being done by the AT? Approximately 90% of vehicle maintenance is done by the AT. Only complex, heavy repairs, and warranty repairs are done at a repair facility.	
(1) Is he/she qualified to perform maintenance and minor repairs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If these duties are not being performed, why not? Some repairs such as axles, drive shafts, air conditioning are prohibited by the state to be completed by the AT.	
d. What other duties or responsibilities are placed on the AT? The AT also maintains daily/monthly mileage reports, daily/monthly fuel usage reports, requisition of parts and supplies, scheduling services.	

2. VEHICLE USE

EVALUATED G. Burson	ACTION REQUIRED None	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 23 (Includes a K9 Vehicle and the Captain's Vehicle)

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? The vehicles assigned to the

Area are not in excess of the formula. The Area is currently five vehicle under what the formula justifies.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The Captain's vehicle is kept at his home after duty hours. There are no other vehicles kept at employees homes after duty hours.

d. Who does the commander allow to ride in vehicles? The commander's guidelines are concurrent with GO 100.42 (Ride-Alongs)

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

G. Burson

ACTION REQUIRED

None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Sunrise Ford (Crown Victoria), Rotolo Cherverlot (GMC), Moss Brothers (Dodge), A & R Tires.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The process used in selection a service vendor was proximity to Area office. Ontario Dodge is closer to the Area but they would not accept the Area's method of payment. Moss Brothers was selected.

(3) What are the hourly rates being charged? \$90.00

(a) Are discounts given on parts?

☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Approximately 40% of the fleet is need on the weekends.

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? The vehicle interiors are vacuumed clean. A liquid cleaning solution and a soft towel or paper are used to clean the interior windows. At no extra charge, air freshener is sprayed in the interior if desired.

Destroy Previous Editions

(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. How do officers report defective equipment? Officers report defective equipment by completing a vehicle repair sheet located adjacent to the vehicle keys on the vehicle sign out board.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Both officers and the AT are authorized to declare a vehicle unsafe for patrol.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The AT determines when a vehicle is safe.		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept? The records are kept for 3 years.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. MILEAGE MANAGEMENT	EVALUATED G. Burson	ACTION REQUIRED None
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? The AT accomplish adjustments to mileage by notifying the supervisor of mileage deficiencies. The supervisor will then ensure the low mileage vehicle is driven on every shift.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs? The Area projects run-outs based upon closely monitoring the fleet's mileage, and anticipating run-out dates. Fleet Operations Section is notified 30-45 days in advance, and vehicles are returned with all safety features in good condition.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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- (2) What has been the condition of vehicles returned to FOS? The condition of vehicles returned to FOS are in good condition with all safety features in good condition. A 100K service is completed on the vehicle.

- (3) Are the right equipment options completed?

☒ Yes ☐ No**5. AUTOMOTIVE WORK AREA/EQUIPMENT**EVALUATED
G. BursonACTION REQUIRED
None

CORRECTED

- a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

- (1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

- (2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

- b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

- (1) Is it clean and organized?

☒ Yes ☐ No

- c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

- (1) Is there an inventory?

☒ Yes ☐ No

- (a) When was it last checked?

☒ Yes ☐ No

- (2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

- (a) Are they clean and properly maintained?

☒ Yes ☐ No

- (b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

- (c) Who has access to the tools?

☒ Yes ☐ No

- d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

- (1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

- e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

- (1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

- f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

- (1) Could the AT be more effective if they were available?

☐ Yes ☒ No

- (2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No**6. TIRES, PARTS AND SUPPLIES**EVALUATED
G. BursonACTION REQUIRED
None

CORRECTED

- a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

- (1) If not, can more space be provided?

☐ Yes ☒ No

- (2) Is the space neatly and logically organized?

☒ Yes ☐ No

- (3) Is there adequate security?

☒ Yes ☐ No

- (4) Who has access to the parts/supplies? Access to the parts/supplies is limited to the AT and supervisors.

- (5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

- b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tires are secured with chains and locks to prevent theft or misuse. The remaining tires are stored in a locked room. Access to tires is limited to AT and supervisors.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Tires are disposed of to a licensed waste hauler from a State approved list. The tires are sold for \$0.50 each. Old vehicle batteries are traded-in when new batteries are purchased.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? The quarterly count of parts, accessories, and supplies is conducted by the administrative sergeant. The inventory card is then initialed and dated.		

7. FUEL DISPENSING FACILITYEVALUATED
G. BursonACTION REQUIRED
None

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? All vehicles contain a petroleum credit card in the CHP 33 book that can be used at service stations in emergency situations.		
(a) Is self-service or full-service used? Self-Service is used only.		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? The driver is responsible for refueling the vehicle after each use.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? The AT has access to the keys to lock the meters and the storage tank.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? The Rancho Cucamonga Area's fuel system is completely computerized. Oil usage is logged on a separate worksheet.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? To date, nothing has been done to reconcile differences of more than 2-3 gallons daily due to complete accuracy.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? The pump meter was last checked for accuracy in 2008.		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? The fuel supply is replenished when the level drops to 2000 gallons.		
(2) At what level is it refilled? When the level reaches 2000 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? A coded card issued by the AT is required to access fuel.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	G. Burson	None	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			The occupational safety is very good. The last reported injury occurred in 2004 when an AT strained his back lifting a tire.
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	G. Burson	None	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? FF reports are reviewed by supervisors and managers.			
(3) How is the information used in Area's fleet administration? FF documents comply with the instructions of HPM 31.1. The information helps the Area monitor costs and mileage associated with vehicle and motorcycle maintenance.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The Commander has designated the Lieutenant to approve vehicle invoices, and the motor sergeants to approve motorcycle invoices. The threshold limit is based on vehicle mileage. Approval is indicated on invoices with an approval stamp and signature.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED G. Burson	ACTION REQUIRED None
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED G. Burson	ACTION REQUIRED None
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? These bulletins are discussed individually with the officer and at motorcycle quarterly training days.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? A proactive safety program consisting of quarterly motorcycle training days; mandatory exercises, ride-alongs and discussions are conducted and documented on a regular basis.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? The Area's safety record is excellent. There have been no recordable incidents in the past 2 years.		
(a) How does it compare with Division and statewide rates? The Area's rate is superior to Division and statewide rate of safety.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? The radio technician responds to the Area office.		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? Service of motorcycles is performed every 6,000 miles.

The officers contact the vendor directly and arrange for repairs.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? Repair work is verified by the officer and supervisor requesting the work.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☒ Yes ☐ No

(a) Is a supervisor's permission required?

☒ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☒ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? If a breakdown occurs in the field, motorcycles are transported to the vendors for repair by a commercial towing service or by the Area's motorcycle trailer.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? When a motorcycle is down

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☒ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☒ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

DATE: 10/05/2009

[illegible]

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Rancho Cucamonga	Division: Inland	Chapter: 6
Inspected by: G. Burson, Sergeant, #10491		Date: 10/05/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Approximately 15 hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Inland Division Due Date: 10/08/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:
--

Inspector's Findings:

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
--

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Rancho Cucamonga	Division: Inland	Chapter: 6
Inspected by: G. Burson, Sergeant, #10491		Date: 10/05/2009


Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10-7-09
	INSPECTOR'S SIGNATURE 	DATE 10/7/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/19/09

AREA	DIVISION	NUMBER
Victorville	Inland	850
EVALUATED BY	DATE	
M. Hill A/Sgt.	10/01/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/08/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 10/08/2009
1. AREA ADMINISTRATION		EVALUATED 10/01/2009
		ACTION REQUIRED
		CORRECTED

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Area Automotive Technician II (ATI II) Don Doull up to \$500, then a supervisor or Area Commander.
- b. What is the background experience of the Automotive Technician (AT)? Previous S.A.E. Certifications: Front End Alignment, Brake Repair, Suspension Repair, Tune-up.
- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No
- c. How much maintenance work is being done by the AT? Scheduled services, brake repairs, tire mounting, minor discrepancy repairs and trouble shooting radio malfunctions.
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?
- d. What other duties or responsibilities are placed on the AT? Minor building maintenance, i.e. light bulb replacement, sign posting, monitoring unleaded fuel system, monthly mileage reports, and annual San Bernardino County Haz-Mat Emergency Plan.

2. VEHICLE USE	EVALUATED 10/01/2009	ACTION REQUIRED	CORRECTED
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- a. How many "E" Class vehicles are assigned to the Area? 17

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? The Area is not in excess of vehicles assigned and has recently been informed two additional E class vehicles will be added to inventory.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Supervisors are on-call and the vehicles are secured at residences within departmental policy.

d. Who does the commander allow to ride in vehicles? Cadets, applicants, senior volunteers, and media representatives.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**EVALUATED
10/02/2009

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Sunland Ford.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location, quality, availability, price, convenience, service, and security.

(3) What are the hourly rates being charged? \$96 for repairs, \$70 for brake repairs, Special pricing for alignments.

(a) Are discounts given on parts? ☒ Yes ☐ No(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ Nob. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 70%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ Noc. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Vehicles are taken to local car wash service facilities.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes☒ No

(3) Is there more than one car wash facility available?

☐ Yes☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes☒ No

(6) Is there any other program that can be of assistance in washing cars?

☒ Yes☐ No

d. How do officers report defective equipment? Defects are reported on local document located below keyboard and B.O. tags are placed on key hook for the vehicle.

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, Supervisors, and the Auto Technician II.

(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Technician II.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes☐ No

(c) Is this system effective?

☒ Yes☐ No

(d) How long are records kept? Patrol vehicle life plus three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes☐ No**4. MILEAGE MANAGEMENT**EVALUATED
10/09/2009

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes☒ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes☐ No

b. How are adjustments to mileage accomplished? Area has an assigned vehicle program. Adjustments can be made to the assignments for proper averaging of miles.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes☐ No

(2) Does the AT understand what is required?

☒ Yes☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes☐ No

(a) If so, how does it effect mileage averaging? Vehicle assignments prove to be effective in maintaining mileage averaging. If assignment of a vehicle adversely affects mileage, the vehicle is reassigned.

c. How does the Area project run outs? Auto Technician II projects run-outs by monthly averaging each month.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes☐ No

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- (2) What has been the condition of vehicles returned to FOS? All equipment in working order, all locally controlled equipment is removed and rear seat is removed to check for contraband.

- (3) Are the right equipment options completed?

☒ Yes ☐ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT
 EVALUATED
10/03/2009

ACTION REQUIRED

CORRECTED

- a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

- (1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

- (2) Does the AT maintain a service and flat rate manual?

☐ Yes ☒ No

- b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

- (1) Is it clean and organized?

☒ Yes ☐ No

- c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

- (1) Is there an inventory?

☒ Yes ☐ No

- (a) When was it last checked?

☒ Yes ☐ No

- (2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

- (a) Are they clean and properly maintained?

☒ Yes ☐ No

- (b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

- (c) Who has access to the tools?

☒ Yes ☐ No

- d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

- (1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

- e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

- (1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

- f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

- (1) Could the AT be more effective if they were available?

☒ Yes ☐ No

- (2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No
6. TIRES, PARTS AND SUPPLIES
 EVALUATED
10/03/2009

ACTION REQUIRED

CORRECTED

- a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

- (1) If not, can more space be provided?

☐ Yes ☐ No

- (2) Is the space neatly and logically organized?

☒ Yes ☐ No

- (3) Is there adequate security?

☒ Yes ☐ No

- (4) Who has access to the parts/supplies? Auto Technician II and Area supervisors.

- (5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

- b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	On lockable tire rack in Auto Technician work bay.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Tires and batteries are disposed of through our local service vendor.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Fleet Supervisor and Auto Technician II.	

7. FUEL DISPENSING FACILITYEVALUATED
10/10/2009

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Each vehicle has a State issued Voyager card and local gas stations are identified for usage.	
(a) Is self-service or full-service used?	Self-service only.	

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers and Auto Technician II.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Auto Technician II and Area supervisors.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Area developed a fuel log for each fuel pump.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The Auto Technician II and a senior volunteer check the gas logs and meter readings and compare them to the gallons dispensed.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Monthly.		
(2) At what level is it refilled? When fuel reaches minimum contract level.		
i. How does the Area secure the fuel pumps when they are not in use? Padlocked.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 10/10/2009	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? No incidents related to fleet management recorded in past year.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 10/10/2009	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Fleet Supervisor and Auto Technician II.			
(3) How is the information used in Area's fleet administration? Vehicle operating costs are monitored and patrol vehicle parts inventory is maintained.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The threshold limit is \$500 by the Auto Technician II. Area Commander or his designee must approve invoices.			
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
10. CONDITION OF THE FLEET	EVALUATED 10/03/2009	ACTION REQUIRED	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. What type of active safety program does the Area have?			

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: Victorville	Division: Inland	Chapter: 6
Inspected by: Acting Sergeant M. Hill 14582		Date: 10/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: Twelve hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Due Date: 10/08/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None

Command Suggestions for Statewide Improvement:
--

None

Inspector's Findings:

Obsolete vehicle parts on hand will be offered to Areas in need or returned to Supply Services for survey.

Commander's Response: <input type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Victorville	Division: Inland	Chapter: 6
Inspected by: Acting Sergeant M. Hill 14582		Date: 10/01/2009

Required Action
Corrective Action Plan/Timeline

Message to all Areas offering obsolete vehicle parts will be completed by 10/16/2009. Obsolete parts not requested by other Areas will be sent to Supply Services by 12/31/2009.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/08/2009
	INSPECTOR'S SIGNATURE 	DATE 10/19/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/19/09

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

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AREA	DIVISION	NUMBER
Riverside	Inland	840
EVALUATED BY	DATE	
Sergeant A. C. Montoya, #11172	06/10/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 07/10/2009	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW 	
<input checked="" type="checkbox"/> Correction Report BY Sergeant Montoya, #11172		DATE 7/16/09	

1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the Area commander involved and informed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does he/she monitor invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who is authorized to approve invoices? Area Management	
b. What is the background experience of the Automotive Technician (AT)? AT R. Pink-12 years at current position, and AT II R. Davis-2 years at current position.	
(1) Are sufficient instructions and training provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is he/she a qualified mechanic at journey person level?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does he/she attend training on new model vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the AT have good rapport with Area personnel and vendors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Does the AT ensure vehicles are available at shift change?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Does the AT periodically attend staff meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the AT have ideas/suggestions for improving the program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. How much maintenance work is being done by the AT? Routine services (5K miles) and minor repairs.	
(1) Is he/she qualified to perform maintenance and minor repairs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If these duties are not being performed, why not? N/A	
d. What other duties or responsibilities are placed on the AT? Parts inventory, vehicle maintenance records, and work shop maintenance.	

2. VEHICLE USE

EVALUATED	ACTION REQUIRED	CORRECTED
06-10-2009	None	

a. How many "E" Class vehicles are assigned to the Area? 25

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Commander approval, within Department policy.

d. Who does the commander allow to ride in vehicles? State employees and approved ride-a-longs

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**EVALUATED
06-10-2009ACTION REQUIRED
None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Hemborg Ford and Frahm Chrysler dealerships

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location, service hours and reputation

(3) What are the hourly rates being charged? Varies with job

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 80%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Hand wiped and vacuumed

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

d. How do officers report defective equipment? Daily posted inspection sheet

(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed personnel and Auto Technician	
(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Technician	
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) How long are records kept? 1 year	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4. MILEAGE MANAGEMENT	EVALUATED 06-10-2009	ACTION REQUIRED None	CORRECTED
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a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

b. How are adjustments to mileage accomplished? High mileage vehicles are assigned and low mileage are used as carpool vehicles.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, how does it effect mileage averaging? Assigned vehicles get used less, thus they generally have lower mileage		

c. How does the Area project run outs? At 95K miles a vehicle is projected as a run-out.

(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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(2) What has been the condition of vehicles returned to FOS? Good

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
06-10-2009

ACTION REQUIRED
Yes, c(1)

CORRECTED
06/26/2009

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
06-10-2009

ACTION REQUIRED
Yes, h

CORRECTED
06/26/2009

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Auto Technicians, Supervisors, and Managers.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Indoors, in a locked, secured building.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Through contracted Department vendors.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Administrative Sergeant.	

7. FUEL DISPENSING FACILITY

EVALUATED	ACTION REQUIRED	CORRECTED
06-10-2009	Yes, b, b(2)	06/26/2009

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Voyager Card purchases.	
(a) Is self-service or full-service used?	Self-serve.	

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Auto Technicians.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Posted daily oil logs.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? N/A		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? No documentation.		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) How often is the fuel supply replenished? Currently not delivered, in-ground tank to be removed and replaced with above-ground.		
(2) At what level is it refilled? N/A		
i. How does the Area secure the fuel pumps when they are not in use? N/A		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 06-10-2009	ACTION REQUIRED None	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent.		
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 06-10-2009	ACTION REQUIRED None	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	Administrative Sergeant/Lieutenant.		
(3) How is the information used in Area's fleet administration?	Safety and Fleet Maintenance.		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Limits are approved by Department Headquarters and the invoice "Stamped" upon approval.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED 06-10-2009	ACTION REQUIRED None
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED 06-09-2009	ACTION REQUIRED None
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance? Quarterly training and policy review.		
(2) Are Bulletins discussed with riders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have? Daily briefings and quarterly training.		

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(1) Is there a Defensive Rider Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record? No preventable collisions in past 2 years.		
(a) How does it compare with Division and statewide rates? Above average.		
(4) Does the Area conduct quarterly motorcycle training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop? Office.		
(1) Are the arrangements satisfactory?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles? Local motorcycle dealerships have been identified and information forwarded to headquarters.		
(1) Is it satisfactory and cost effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified? Approved and validated work order/receipt.		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs? Trailer.		
(6) Does the Area have a motorcycle trailer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used? Semi-annually.		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

ITEMS TO BE CORRECTED/ADDRESSED

#7. Area is no longer accepting fuel shipments for fleet use. The in-ground fuel storage tanks are due to be replaced with an above-ground storage tank. The fleet is being fueled off-site.

b The fuel island needs cleaning and organization of supplies. AREA CLEANED AND ORGANIZED

b (2) Air hose dispenses water with air. REPAIR PARTS ON ORDER

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Riverside	Division: Inland	Chapter: 6 Fleet Mgmt
Inspected by: Sergeant Montoya, #11172		Date: 07-30-2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 8	<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Inland Division Due Date: 07-30-09		

Chapter Inspection: Fleet Management (6)

Inspector's Comments Regarding Innovative Practices:

Use available resources to assist with "informal" inspections. Fire Department Safety Inspectors, City Building Inspectors, and CAL-OSHA Inspectors can be a useful tool to assist with an informal "walk-through" to help with safety issues. While conducting the inspection, include all personnel that might have access to the area/equipment. Each employee should feel responsible for maintaining a safe work environment.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

CHP 453F, #7b(2), Air hose has water in the line and the hose reel needs replacement.

Inspector found the mechanical corrections were due to excessive wear or usage of equipment. Area has temporarily fixed the problem by draining the tank and removing the water out of the lines. Area has contacted Headquarters to obtain parts to correct the faulty equipment.

CHP 453F #7(b), Is the fuel island clean and neat?

Area Maintenance and Custodian personnel have addressed concerns with the cleanliness and organization of equipment/supplies at the fuel island.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Riverside	Division: Inland	Chapter: 6 Fleet Mgmt
Inspected by: Sergeant Montoya, #11172		Date: 07-30-2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A

Required Action
Corrective Action Plan/Timeline

The Area was given 30 days to correct the "Items to be Addressed/Corrected." All items listed on CHP 453F, dated June 8, 2009, were corrected within this time frame.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 8/16/09
	INSPECTOR'S SIGNATURE 	DATE 07-30-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 08/12/09

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA Barstow	DIVISION Inland	NUMBER
EVALUATED BY P. Schaeffer, #12617		DATE 10/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 12/01/2009	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW Lt. R. A. Linson	
<input checked="" type="checkbox"/> Correction Report BY 12/15/2009		DATE 10/08/2009	
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED No
		CORRECTED N/A	

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Auto Technicians

b. What is the background experience of the Automotive Technician (AT)? #1-Mercedes Benz Auto Technician, Master Volvo

Technician, Motorhome Technician; #2-Master ASE, Journeyman GM, Extensive factory training.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? 90% of the work.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Minor repairs and maintenance at the Area office. For example, ASM

Fulgenzio fixed the Area's back door when it was B/O and the Area's swamp cooler.

2. VEHICLE USE	EVALUATED 10-06-09	ACTION REQUIRED None	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area? 26

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? CHP Cadets, Applicants, and those with specific need to observe operations.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

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ACTION REQUIRED

None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Soutars Ford and Dodge Dealerships, Sunland Ford Dealership, Barstow Tire and Brake, NAPA Autoparts.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Location and authorized service vendor

(3) What are the hourly rates being charged? \$85.00

(a) Are discounts given on parts?

☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 50% which has not been a problem

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Every Tuesday and Friday the patrol vehicles are vacuumed by Sparkles Car Wash. The company comes to the Area office and washes the patrol vehicles during A watch briefing.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? They document defects on the Barstow Area Defective Log.

(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed Personnel and the Auto Technicians

(a) Who determines when a vehicle is safe after repair or checking of defects? The Auto Technicians II

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? Three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED
10-02-09

ACTION REQUIRED
None

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Rotation of vehicles in the fleet

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs? When the patrol vehicle's 33 log begins to read 80,000 miles, the Auto Technicians monitor the mileage and make future arrangements with Fleet Operations in Torrance, California, to exchange run out with new vehicles.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Vehicles have been returned in good operational condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
10-02-09

ACTION REQUIRED
None

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? 4/30/09

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
10-02-09

ACTION REQUIRED
None

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Sergeants and Auto Technicians

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Tires are locked and stored on tire racks in the Area's service bay.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Used tire contract and Napa Auto Parts takes old batteries.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

7. FUEL DISPENSING FACILITYEVALUATED
10-02-09ACTION REQUIRED
Yes

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Each vehicle is equipped with a Voyager card for purchase of fuel and approved items in times of emergency.	
(a) Is self-service or full-service used?	Self service.	

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Who fuels the vehicles? Uniformed and non-uniformed personnel		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Sergeants and Auto Technicians	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Fuel and oil are documented on the daily fuel log and the vehicle's 33 log.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Fuel usage is reconciled on a monthly basis and compared to the usage log generated by the fuel usage computer print out.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	Dispensers are relatively new and have never been checked by State Department of Weights and Measures.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Once a month	
(2) At what level is it refilled?	When the 10,000 gallons fuel tank is down 2800 gallons. (7,200 gallons)	
i. How does the Area secure the fuel pumps when they are not in use?	No. No locks available at the fuel dispensers.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 10-02-09	ACTION REQUIRED None	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent. No recordable injury during record retention period.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 10-02-09	ACTION REQUIRED None	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Invoices are kept for three years and approval by Commander's initials.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED 10-02-09	ACTION REQUIRED None
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**COMMAND INSPECTION PROGRAM**
EXCEPTIONS DOCUMENT

Page 1 of 3

Command: Barstow Area	Division: Inland	Chapter: 6
Inspected by: P. Schaeffer, ID 12617		Date: 10/02/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 10 Hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection Chapter 6			
Inspector's Comments Regarding Innovative Practices:			

N/A

Command Suggestions for Statewide Improvement:

N/A

Inspector's Findings:

Acting Sergeant P. Schaeffer, ID 12617, conducted a command level inspection of Fleet Management operations.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Findings requiring follow up;

1. The Area fuel dispensers were not equipped with locks to prevent usage from unauthorized personnel.
2. There were no towel dispensers located at the fuel island.
3. The fuel dispensers have not been checked and/or certified for accuracy.

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EXCEPTIONS DOCUMENT**

Page 2 of 3

Command: Barstow Area	Division: Inland	Chapter: 6
Inspected by: P. Schaeffer, ID 12617		Date: 10/02/09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action**Corrective Action Plan/Timeline**

1. Area will purchase two locks for dispensers. Keys to dispenser locks will be coupled with ignition keys to ensure each vehicle is equipped with a key to unlock fuel dispenser. Corrective action to be completed within 60 days.
2. Towel dispensers will be mounted adjacent to fueling island(s) to ensure there are adequate supplies to clean up small spills and check vehicle fluid levels. Corrective action to be completed within 60 days.
3. Above ground fuel tank and dispensers were installed and operational in June 2009. Fuel dispensers will be calibrated/checked for accuracy. Area to coordinate with Facility Section to schedule appointment to ensure dispenser's are certified for accurate dispensing of fuel. Corrective action to be completed within 60 days.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/13/09
	INSPECTOR'S SIGNATURE 	DATE 10/13/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/29/09

AREA Needles - 834	DIVISION Inland - 801	NUMBER
EVALUATED BY A. Grogan, #12636		DATE 10/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>DW Bradley</i>	DATE 10-2-09
BY _____		EVALUATED 10/1/2009	ACTION REQUIRED

1. AREA ADMINISTRATION

a. Is there a clear line of supervision and accountability for the Area's fleet management?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the Area commander involved and informed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Does he/she monitor invoices?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who is authorized to approve invoices? Sgt. A. Grogan, Lt. D.W. Bradley	
b. What is the background experience of the Automotive Technician (AT)? Mechanic/fabricator for 17 years prior to state service. 15 years experience as Auto Tech.	
(1) Are sufficient instructions and training provided?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is he/she a qualified mechanic at journey person level?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Does he/she attend training on new model vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Does the AT have good rapport with Area personnel and vendors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Does the AT ensure vehicles are available at shift change?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Does the AT periodically attend staff meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the AT have ideas/suggestions for improving the program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. How much maintenance work is being done by the AT? Most repairs are done by the Auto Tech, some service and warranty work is sent to the dealership.	
(1) Is he/she qualified to perform maintenance and minor repairs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If these duties are not being performed, why not?	
d. What other duties or responsibilities are placed on the AT? Assist vendors in facilities maintenance.	

2. VEHICLE USE

EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. How many "E" Class vehicles are assigned to the Area? 17		

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Needles has two extra vehicles assigned to the area. These two vehicles were assigned by Inland Division for the K-9 officer and K-9 support officer positions.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? One vehicle is assigned to the K-9 officer. Three vehicles are assigned to the Resident Post Officers. The on-call supervisor each day takes a vehicle home.

d. Who does the commander allow to ride in vehicles? Applicants in the hiring process, explorers.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
10/1/2009

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Harris Motors, Needles Ford, Bradley Ford.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? These are the only vendors with in the area.

(3) What are the hourly rates being charged? Harris Motors \$70.00 per hour, Ford \$100.00 per hour

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☒ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By Auto Tech or car wash personnel

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(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? Defects are written on a vehicle repair report that is checked regularly by the Auto Tech.		

(1) Who is authorized to declare a vehicle unsafe for patrol? Initially the officer, until the Auto Tech or supervisor can look at the issues.	
(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech	
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) How long are records kept? As long as the car is assigned to the area.	
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4. MILEAGE MANAGEMENT	EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) If not, can adjustments be made to accomplish this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. How are adjustments to mileage accomplished? The Auto Tech and fleet supervisor monitor mileage each week and advise the officers which vehicles to drive according to any needed adjustments.			
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) If so, how does it effect mileage averaging?			

c. How does the Area project run outs? The mileage is monitored by the Auto Tech and fleet supervisor. Notification is made to FOS as required.	
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(2) What has been the condition of vehicles returned to FOS? Good

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
10/1/2009

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
10/1/2009

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Auto Tech, Sergeants and Lieutenant

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Locked on a tire rack in a covered area near the Auto Tech's work area.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? The vendor replacing the tires/batteries, disposes of them. Harris motors is a certified Hazardous Materials Waste Disposal vendor.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Andrew Avila #12646, confirmed by Sergeant A. Grogan #12636		

7. FUEL DISPENSING FACILITY	EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies? The officers are instructed to use low octane fuel at self-serve only.			
(a) Is self-service or full-service used? Self-service			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Auto Tech, Supervisors and Area Commander	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Fuel use log is located at the gas pumps, fuel dispensed is logged by the officers. The Auto Tech enters the usage into Fleet Focus.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Officers are reminded to accurately record fuel dispensed and vehicle mileage.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	07/28/2009	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Approximately four times a year.	
(2) At what level is it refilled?	1500 gallons	
i. How does the Area secure the fuel pumps when they are not in use?	The parking lot is secured by fences and automatic closing gates.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			Excellent, no injuries to personnel or damage to state equipment.
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			Auto Tech and fleet supervisor.
(3) How is the information used in Area's fleet administration?			Adjustments are made when needed to increase the efficiency of the area fleet.
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Signature and date of approving official.	

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED 10/1/2009	ACTION REQUIRED	CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What system is in place to verify understanding and compliance?			
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. What type of active safety program does the Area have?			

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

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Command: Needles	Division: Inland	Chapter: 6
Inspected by: Sergeant Allen Grogan, #12636		Date: 10/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 3 hours.	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Inland Division Due Date: 10/15/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

No items requiring corrective action were documented.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
--

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Needles	Division: Inland	Chapter: 6
Inspected by: Sergeant Allen Grogan, #12636		Date: 10/01/2009

Required Action
Corrective Action Plan/Timeline

No items requiring corrective action were documented.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/02/2009
	INSPECTOR'S SIGNATURE 	DATE 10/02/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10-19-09

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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AREA	DIVISION	NUMBER
Mojave	Inland	830
EVALUATED BY		DATE
Sergeant T. Vong, #16573		10/07/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 11/08/09	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW <i>A. D. Witmer</i> A. D. Witmer, Lt. #11451 (Acting Comm))	
BY _____		DATE 10/07/2009	
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED No

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? ATII Jim Uccellini and Sgt. Bill Fullmer (Fleet Sergeant)
- b. What is the background experience of the Automotive Technician (AT)? AS Degree in Automotive Technology, 10 years with Dodge/Honda dealers in Lancaster, CA. 3 years with CHP as AT.
- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No
- c. How much maintenance work is being done by the AT? 80% of all maintenance work.
- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not? N/A
- d. What other duties or responsibilities are placed on the AT? None.

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. How many "E" Class vehicles are assigned to the Area? 20			

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(1) Is there an unmarked patrol vehicle assigned for the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Per HQ, Area is one vehicle less than the formula.		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) Is there a supply of tools and minor equipment available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What is the justification for any vehicle kept at employees homes after duty hours? On-call sergeants, resident post officers.		
d. Who does the commander allow to ride in vehicles? Applicant ride-alongs.		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the CHP 428 kept for the appropriate period of time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3. SERVICE ARRANGEMENTS	EVALUATED Yes	ACTION REQUIRED No
a. What vendors are being used for servicing or repairing vehicles? Keiffe & Sons Ford in Mojave, Econo Lube and Tune in Lancaster, misc. body shops based on bids.		
(1) Are they authorized dealers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What process was used in selecting a service vendor? bids and estimates.		
(3) What are the hourly rates being charged? \$75.00		
(a) Are discounts given on parts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Has the command shopped for the most cost effective vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? N/A		
(1) What percentage of the fleet is needed on weekends? 25%		
(2) Are there shortages of vehicles on Mondays?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) If more than one AT, are their hours/days scheduled most effectively? N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is overtime needed for maximum enforcement periods?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Are provisions adequate to ensure regular washing of vehicles?		
(1) How are interiors cleaned? Vacuumed by car wash company.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes☒ No

(3) Is there more than one car wash facility available?

☐ Yes☒ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes☒ No

d. How do officers report defective equipment? On the Vehicle Defect Report

(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, sergeants, Automotive Technician

(a) Who determines when a vehicle is safe after repair or checking of defects? Automotive Technician

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes☐ No

(c) Is this system effective?

☒ Yes☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes☐ No

b. How are adjustments to mileage accomplished? Cars that need mileage are assigned as pool cars.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes☐ No

(2) Does the AT understand what is required?

☒ Yes☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes☐ No

(a) If so, how does it effect mileage averaging? No negative impact.

c. How does the Area project run outs? 45 days at 95,000 miles

(1) Is FOS provided 30-45 days advance notice?

☒ Yes☐ No

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(2) What has been the condition of vehicles returned to FOS? Patrol readiness condition

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked? SEPTEMBER 2009

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? SUPERVISORS / AT

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? N/A

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? N/A

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available? N/A

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? N/A

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided? N/A

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Supervisor/Automotive Technician

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored? Tire racks in locked facility.		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires? N I A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of? Certified waste hauler.		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count? Sergeant Fuller		

7. FUEL DISPENSING FACILITY	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager Card			
(a) Is self-service or full-service used? Self service and the officers are advised to only use 87 octane.			

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Officers, sergeants, commander, Automotive Technician, Senior Volunteers		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Sergeants		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Fuel log.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The 33s are inspected to find the error.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? Unknown ***ACTION ITEM***		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? Every 2 months as needed.		
(2) At what level is it refilled? 1590 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Behind locked, automatic closing gates.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management? The AT has not suffered any injuries nor have there been any vehicle accidents due to maintenance issues.			
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports? Fleet Sergeant			
(3) How is the information used in Area's fleet administration? For inventory process.			
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Only mission critical items are authorized.		
Invoices are stamped for approval and signed.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Mojave	Division: Inland	Chapter: 6
Inspected by: Sgt. Vong & ATII Uccellini		Date: 10/7/09

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 6	<input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Inland Division Due Date: 11/30/2009		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

None.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

The fleet was found to be in good condition with all the files in order. The ATII took over the position in June of 2009 and has quickly become acclimated with the resources available to him to keep the fleet maintained. The ATII was unable to locate any documentation regarding the calibration of the pumps which is required on an annual basis.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

The ATII will contact Kern County Weights and Measures to ensure the gasoline pumps are calibrated and this will become an Area suspense item.

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Mojave	Division: Inland	Chapter: 6
Inspected by: Sgt. Vong & ATII Uccellini		Date: 10/7/09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A

Required Action

Corrective Action Plan/Timeline


- 1) ATII will contact Kern County Weights and Measures to get the pumps calibrated by November 30, 2009.
- 2) OSSI Sandra Palmer will suspense the requirement to obtain the annual calibration on the pumps for each October.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/13/09
	INSPECTOR'S SIGNATURE 	DATE 10-13-09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10-18-09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

AREA Bishop	DIVISION Inland	NUMBER 825
EVALUATED BY R. E. Underwood, Sergeant		DATE 07/22/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 7/27/09
BY _____		EVALUATED Yes	ACTION REQUIRED No
1. AREA ADMINISTRATION		CORRECTED N/A	

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area Commander or Alternate.

b. What is the background experience of the Automotive Technician (AT)? The AT was employed as an automotive mechanic prior to CHP employment. He has approximately 6 months CHP experience.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

AT IS OCC SAFETY MEMBER

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Maintenance consisting of oil changes, brakes, minor repairs. Major repairs and warranty work are sent out.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? N/A.

d. What other duties or responsibilities are placed on the AT? The AT will sometimes assist the janitor with heavy lifting and driving patrol vehicles to car wash for cleaning. The AT also transports run outs to Sacramento and picks up replacement vehicles.

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
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a. How many "E" Class vehicles are assigned to the Area? 21 "E" Class vehicles, 1 Commander's vehicle, 1 pickup for misc. jobs.

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Number of assigned vehicles conform to formula.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? On-call status of Lone Pine and Death Valley Resident Post officers, and Area and Lone Pine Resident Post sergeants.

d. Who does the commander allow to ride in vehicles? Perspective CHP applicants, news media, PSDs, and office personnel.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. What vendors are being used for servicing or repairing vehicles? Eastern Sierra Motors (Ford authorized dealer), Sierra Auto Body (body work), Millers Towing (service Lone Pine Resident Post vehicles).

(1) Are they authorized dealers? EASTERN SIERRA MOTORS ONLY ☐ Yes ☒ No

(2) What process was used in selecting a service vendor? Eastern Sierra Motors (Ford) for warranty service on class "E" vehicles. Sierra Auto Body for non-warranty auto body repair service. Miller's Towing for LPRP non-warranty service.

(3) What are the hourly rates being charged? \$92.00 to \$60.00. (Eastern sierra Motors recently offered a \$62.00 rate, 20% parts)

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☒ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 50%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? "Our Waterworks" full service car wash. Occasionally by AT or janitor.

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AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No(3) Is there more than one car wash facility available? ☒ Yes ☐ No(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Vehicle complaint log in briefing room; report it directly to a supervisor or Auto Tech.

(1) Who is authorized to declare a vehicle unsafe for patrol? Any driver.

(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years, plus current.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No(1) Are vehicles run out in the same order they are received? *RESIDENT POST VEH'S VARY* ☐ Yes ☒ No(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No(a) If not, can adjustments be made to accomplish this? *N/A* ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are rearranged on the key board to compensate for milage adjustments.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No(2) Does the AT understand what is required? ☒ Yes ☐ No(3) Does the Area have a "personalized vehicle assignment" program? ☐ Yes ☒ No(a) If so, how does it effect mileage averaging? *N/A.*

c. How does the Area project run outs? By averaging monthly milage rates.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Vehicles are returned to FOS in good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

MAY 7, 2009

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

SERGEANTS, BACKUP IS OFCR JOHNSON

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

NIA

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

NIA

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

NIA

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Auto Tech, sergeants.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	On open racks in accessible garage bay. Tires are secured to racks by chains and padlocks.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Contracted vendors.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Usually completed by Auto Tech and assigned sergeant.	

7. FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Voyager credit card used.		
(a) Is self-service or full-service used?	Self service.		

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FLEET MANAGEMENT

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Who fuels the vehicles? Personnel driving them.	
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? Auto Tech and sergeants.	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Gas log maintained at gas pumps. Each Vehicle's CHP 33 book.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? ENTERED INTO FLEET Focus AND BROUGHT TO ATTENTION OF COMMANDER, CHECK 33 BOOKS	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? NO ACCURACY CHECK HAS BEEN CONDUCTED SINCE ABOVE GROUND TANK WAS PUT IN.	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) How often is the fuel supply replenished? Once a quarter.	
(2) At what level is it refilled? At 1500 gallons to a max of 9500 gallons.	
i. How does the Area secure the fuel pumps when they are not in use? Pumps are not secured, padlocks can be applied if needed.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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8. SAFETY	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	The last Auto Tech had a serious medical condition that caused his collapse and subsequent death while at work. Current Auto Tech recently strained his lower back lifting a case of oil.		
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	SERGEANTS / Division Audits		
(3) How is the information used in Area's fleet administration?	FLEET INVENTORY, PARTS, MAINTENANCE AND OPERATING COSTS.		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Destroy Previous Editions

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Signature and date.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED Yes	ACTION REQUIRED No
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED No	ACTION REQUIRED N/A
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) What is the Area's safety record?	
(a) How does it compare with Division and statewide rates?	
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?	
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Bishop Area	Division: Inland	Chapter: 6
Inspected by: Sergeant Rich Underwood		Date: 07/22/2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 6 Hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Inspector has not identified any discrepancies. Area follows policy and proper procedures.

Command Suggestions for Statewide Improvement:
--

Bishop Area adheres to policy and occupational safety practices consistent with the maintenance and servicing of fleet vehicles.

Inspector's Findings:

Bishop Area supervisors conduct quarterly tire and parts audits. The Auto Tech II has been an employee for approximately six months. The Auto Tech II is a member of the occupational safety committee. He is an excellent mechanic, efficient in his duties, maintains a clean and safe work environment, and immediately addresses vehicle deficiencies.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)
--

Commander assumes responsibility for the Bishop Command and ensures policies and procedures are adhered to.

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COMMAND INSPECTION PROGRAM
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Command: Bishop Area	Division: Inland	Chapter: 6
Inspected by: Sergeant Rich Underwood		Date: 07/22/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Commander or alternate review and approve all invoices for service provided, parts and tires.

Required Action

Corrective Action Plan/Timeline

None

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 07/22/2009
	INSPECTOR'S SIGNATURE 	DATE 07/22/2009
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 8/17/09

AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Bridgeport	Inland	820
EVALUATED BY	DATE	
Sgt. R. Whitehead	07/06/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>Rich Bill</i>	DATE <i>7-14-09</i>
BY			

1. AREA ADMINISTRATION

EVALUATED 07/06/2009	ACTION REQUIRED	CORRECTED
-------------------------	-----------------	-----------

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Lieutenants and Sergeants.

b. What is the background experience of the Automotive Technician (AT)? Thomas Rickner, 10 years Motor Transport Service, and 5 years as a Automotive Technician II.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Oil changes, transmission service, tire changes, brake pad replacement, hose and belt replacement and electrical repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? AT is required for data entries into "Fleet Anywhere" computer programs, scheduling of service, shuttling cars for service and picking up new cars.

2. VEHICLE USE

EVALUATED 07/06/2009	ACTION REQUIRED	CORRECTED
-------------------------	-----------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 13 vehicles.

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Officer's equipment and vehicle must be readily accessible and available for response to emergency and after hour call-outs from residence.

d. Who does the commander allow to ride in vehicles? Public interested in law enforcement as a career.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**

EVALUATED

07/06/2009

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Harold Ford

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Closest competent dealer.

(3) What are the hourly rates being charged? \$84.00

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? N/A

☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 100%

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

N/A

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Maintenance worker Matt Muniz

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☐ Yes ☒ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☒ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? They report defects on the Area's Defective Report Sheet.

(1) Who is authorized to declare a vehicle unsafe for patrol? The vehicle's driver.

(a) Who determines when a vehicle is safe after repair or checking of defects? The Auto Tech.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

07-06-2009

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

N/A

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? High mileage vehicle's are placed at the top left corner of the key board. These vehicle's are the first to be used.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? It helps keep vehicles within the mileage range, if the vehicle gets used too much or too little adjustments are made.

c. How does the Area project run outs? At 90,000 miles the AT sends in the projection of a run out to FOS.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Good condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
07-07-2009

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

N/A

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

N/A

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

N/A

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
07-07-2009

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

N/A

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The Auto tech and Sergeants..

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?	Inside a locked garage.	
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?	Battery cores are turned in to Napa Auto parts as new batteries are purchased. Tires are disposed of by a contracted waste hauler.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?	Sgt. Whitehead during quarterly inventory 07-06-2009	

7. FUEL DISPENSING FACILITY	EVALUATED 07-07-2009	ACTION REQUIRED	CORRECTED
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) What procedures have been established for purchasing fuel from service stations in emergencies?	Use of state issued credit cards is authorized if the pumps are shut down.		
(a) Is self-service or full-service used?	Self service.		

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? The vehicle driver		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank? The AT and Sergeants have the keys.		
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles? Daily log.		
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The CHP 33 log books are compared to the daily log.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy? September, 2008		
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished? 3-4 months.		
(2) At what level is it refilled? When it goes under 2000 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Padlock.		
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED 07-07-2009	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent. The AT is a member of the Area Occupational Safety Committee and attends meeting regularly.		
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 07-07-2009	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	N/A		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	N/A		
(3) How is the information used in Area's fleet administration?	N/A		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	N/A	
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Fleet Ops is notified when repairs will exceed the threshold limit and all invoices are approved by fleet manager or an alternate.		

e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

10. CONDITION OF THE FLEET	EVALUATED 07-07-2009	ACTION REQUIRED	CORRECTED
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a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. MOTORCYCLES	EVALUATED 07-07-2009	ACTION REQUIRED	CORRECTED
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a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

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EXCEPTIONS DOCUMENT**

Page 1 of 3

Command: Bridgeport	Division: Inland	Chapter: 6
Inspected by: Sgt. Reginald Whitehead		Date: 07-06-09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 2.5	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Inland Division Due Date: 07-19-09		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Additional training for ASM's and Sergeants on the fleet focus program.

Inspector's Findings:

The Bridgeport Area was found to be in compliance with policy regarding fleet management and the duties of an Area command.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Bridgeport	Division: Inland	Chapter: 6
Inspected by: Sgt. Reginald Whitehead		Date: 07-06-09

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 7-22-09
	INSPECTOR'S SIGNATURE 	DATE 7-22-09
<input type="checkbox"/> Reviewer discussed this report with employee <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 7/24/09

AREA Inland Comm Center	DIVISION Inland	NUMBER
EVALUATED BY Ta Lisa Rodriguez		DATE 10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ 	DATE 10.5.09 CORRECTED
1. AREA ADMINISTRATION		EVALUATED N/A	ACTION REQUIRED

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☐ Yes ☐ No

(1) Is the Area commander involved and informed? ☐ Yes ☐ No

(a) Does he/she monitor invoices? ☐ Yes ☐ No

(2) Who is authorized to approve invoices?

b. What is the background experience of the Automotive Technician (AT)?

(1) Are sufficient instructions and training provided? ☐ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☐ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☐ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☐ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☐ No

c. How much maintenance work is being done by the AT?

(1) Is he/she qualified to perform maintenance and minor repairs? ☐ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

2. VEHICLE USE	EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. How many "E" Class vehicles are assigned to the Area? 4

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours?

d. Who does the commander allow to ride in vehicles? Departmental personnel and approved ride a longs.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles?

(1) Are they authorized dealers? ☐ Yes ☐ No

(2) What process was used in selecting a service vendor?

(3) What are the hourly rates being charged?

(a) Are discounts given on parts? ☐ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☐ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☐ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☐ Yes ☐ No

(1) How are interiors cleaned?

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(2) Is the Area's vehicle washing procedure practical and economical?

☐ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☐ No

(3) Is there more than one car wash facility available?

☐ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☐ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☐ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☐ No

d. How do officers report defective equipment?

(1) Who is authorized to declare a vehicle unsafe for patrol?

(a) Who determines when a vehicle is safe after repair or checking of defects?

(b) Does he/she sign off the report form and indicate what has been done?

☐ Yes ☐ No

(c) Is this system effective?

☐ Yes ☐ No

(d) How long are records kept?

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☐ Yes ☐ No**4. MILEAGE MANAGEMENT**

EVALUATED

N/A

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☐ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☐ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☐ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished?

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☐ Yes ☐ No

(2) Does the AT understand what is required?

☐ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☐ Yes ☐ No

(a) If so, how does it effect mileage averaging?

c. How does the Area project run outs?

(1) Is FOS provided 30-45 days advance notice?

☐ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS?

(3) Are the right equipment options completed?

☐ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☐ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☐ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☐ Yes ☐ No

b. Is the space for working on vehicles adequate?

☐ Yes ☐ No

(1) Is it clean and organized?

☐ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☐ Yes ☐ No

(1) Is there an inventory?

☐ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☐ Yes ☐ No

(a) Are they clean and properly maintained?

☐ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☐ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☐ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☐ No

(1) Could the AT be more effective if they were available?

☐ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
N/A

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☐ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☐ Yes ☐ No

(3) Is there adequate security?

☐ Yes ☐ No

(4) Who has access to the parts/supplies?

(5) Are batteries stored in a dry location, off the cement floor?

☐ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☐ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are there obsolete parts on hand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are adequate records maintained for tires, and are all tires accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are proper guidelines in place for record keeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are records reviewed by management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are tires properly safeguarded from theft or misuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How are tires stored?		
(4) Is access to the tires restricted to the AT and his/her assistant or backup?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Does Area provide motorcycle vendors with a stock of tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does it appear tires are being replaced prematurely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Are adequate records maintained for used tires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is the disposition of used tires within policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. How are old tires/batteries disposed of?		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are either tires or batteries being traded to offset installation costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are the provisions of any tire or battery disposal contract being met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are Material Safety Data Sheets (MSDS) posted as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are all containers (other than the original) containing hazardous materials properly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Who conducted the count?		

7. FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED	CORRECTED
	N/A		
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) What procedures have been established for purchasing fuel from service stations in emergencies?			
(a) Is self-service or full-service used?			

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(2) Is there a written policy, and is it complied with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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8. SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?			
(1) Have any injuries been prevented with an improved safety awareness program?			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED N/A	ACTION REQUIRED	CORRECTED
a. Are fleet records logically filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?			
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?			
(3) How is the information used in Area's fleet administration?			
c. Is the CHP 424 current?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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AREA MANAGEMENT EVALUATION
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(2) Have required services been done at the proper mileage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are they being resolved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?		
e. Do invoices indicate parts are being supplied by the CHP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED CORRECTED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Inland Comm	Division: Inland	Chapter: 6
Inspected by: Ta Lisa Rodriguez		Date: 10/5/09

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 1	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Due Date:		

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

ICC's fleet is managed by Inland Division.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Inland Comm	Division: Inland	Chapter: 6
Inspected by: Ta Lisa Rodriguez		Date: 10/5/09

Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10.5.09
	INSPECTOR'S SIGNATURE 	DATE 10/5/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/19/09

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA 801	DIVISION Inland Division	NUMBER
EVALUATED BY Officer L. O'Brien, #17085		DATE 10/05/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10/16/09
<input type="checkbox"/> Correction Report BY _____			

1. AREA ADMINISTRATION

EVALUATED 10/5/2009	ACTION REQUIRED None	CORRECTED
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- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Auto Tech, Ed Ryan, A12596

b. What is the background experience of the Automotive Technician (AT)? 8.5 years on the job and 43 years of experience as an auto mechanic

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No
- (7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT?

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

2. VEHICLE USE

EVALUATED 10/5/2009	ACTION REQUIRED None	CORRECTED
------------------------	-------------------------	-----------

a. How many "E" Class vehicles are assigned to the Area? 24, includes FSP, Canine, PCF and MRE units

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? The Inland Division Chief and Sector Chiefs are allowed to store the vehicles at home for needed responses. The CHP 379 for each employee is kept on file.

d. Who does the commander allow to ride in vehicles? State employees and official ride alongs who have completed the CHP 428.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
10/5/2009

ACTION REQUIRED
None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Dealer (Ford, Dodge, Chevrolet) Budget Transmission, On Target
Auto, Colton Radiator

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Visual inspection of the shops and past experiences working with the vendor.

(3) What are the hourly rates being charged? Between \$75 and \$85.00 per hour.

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☒ Yes ☐ No

(1) What percentage of the fleet is needed on weekends?

(2) Are there shortages of vehicles on Mondays? ☒ Yes ☐ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? By Auto Technician or car wash personnel.

(2) Is the Area's vehicle washing procedure practical and economical?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is excessive officer time used to wash vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) Is there more than one car wash facility available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are vehicles being excessively washed or detailed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(5) Does the Area have a maintenance worker or janitor wash cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Is there any other program that can be of assistance in washing cars?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d. How do officers report defective equipment? Defects are brought to the attention of the Auto Tech or written on a vehicle repair report that is monitored by the Auto Tech.		
(1) Who is authorized to declare a vehicle unsafe for patrol? Officers, Auto Tech and Supervisors.		
(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech		
(b) Does he/she sign off the report form and indicate what has been done?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Is this system effective?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) How long are records kept?		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. MILEAGE MANAGEMENT	EVALUATED 10/5/2009	ACTION REQUIRED None
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are vehicles run out in the same order they are received?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If not, can adjustments be made to accomplish this?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. How are adjustments to mileage accomplished? The Auto Tech and fleet supervisor monitor the milage of the vehicles and make the adjustments that are needed accordingly.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT understand what is required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Does the Area have a "personalized vehicle assignment" program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs? The milage is monitored by the Auto Tech and notification is made to Fleet Operations Section as required.		
(1) Is FOS provided 30-45 days advance notice?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(2) What has been the condition of vehicles returned to FOS? Good operation condition

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
10/5/2009

ACTION REQUIRED
None

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☒ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
10/5/2009

ACTION REQUIRED
None

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Auto Tech, Maintenance, Janitor and Supervisor

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Locked on a tire rack located within the work area of the Auto Tech.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? The Auto Tech contacts a local vendor for proper tire removal and recycling.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Auto Tech, confirmed by Officer L. O'Brien, #17085

7. FUEL DISPENSING FACILITY

EVALUATED
10/5/2009

ACTION REQUIRED
None

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? The officers are instructed to use the fuel card in the vehicle and purchase 87 Octane fuel at qualified vendors.

(a) Is self-service or full-service used? Self Serve.

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(2) Is there a written policy, and is it complied with?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Is the fuel island clean and neat?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does it need repair or painting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(2) Are fuel, water and air hoses in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is the break-away coupler installed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is there a clean oil storage rack?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Is the lighting adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(8) Have problems been reported to Facilities Section?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Is there an adequate amount of supplies available to officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Who fuels the vehicles? Personnel who drive the vehicle are responsible for re-fueling.		
(1) Are fluids and tires checked during fueling?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are pump meters and the storage tank properly safeguarded?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Who has access to the keys to lock the meters and the storage tank?	Auto Tech, Supervisor, Facility Coordinator	
(3) Is gasoline measured before and after deliveries?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. What method is used to log fuel and oil used in individual vehicles?	Fuel logs have been created at each pump to monitor fuel and oil that is dispensed and used.	
(1) Are records maintained as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is done to reconcile differences of more than 2-3 gallons daily?	Personnel are required to accurately record fuel dispensed, milage and vehicle numbers. Auto Tech collects these records daily.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) When was the pump meter last checked for accuracy?	9/28/2009	
h. Is there a contract for fuel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) How often is the fuel supply replenished?	Every two months	
(2) At what level is it refilled?	Approximately 2,200 gallons	
i. How does the Area secure the fuel pumps when they are not in use?	The pumps are located within secure fences and automatic gates.	
(1) Is the system adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is it utilized by all personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Destroy Previous Editions

	EVALUATED	ACTION REQUIRED	CORRECTED
8. SAFETY	10/5/2009	None	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are the AT's work areas inspected?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are there possible unsafe conditions within the AT's work areas?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Is the shop floor clean and free of any spills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are electrical cords or hoses posing a hazard?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are fire extinguishers charged, inspected and of the proper type?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Are any batteries leaking or stored improperly?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Are there loose items on the floor?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are they worn by the AT?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(7) Is the battery charger in a safe place?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(8) Are masks available for AT's to wear when servicing brakes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If yes, are they worn?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(9) Are jack stands properly utilized?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. What is the Area occupational safety record as it relates to fleet management?	Excellent, no injuries reported.		
(1) Have any injuries been prevented with an improved safety awareness program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. VEHICLE RECORDS AND MAINTENANCE	10/5/2009	None	
a. Are fleet records logically filed?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are they conveniently located and available to the AT and supervisor?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do files contain all required documents?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) If documents are not in files, where are they located?	The documents are kept on file.		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are documents legible and complete?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who reviews the FF reports?	Auto tech and fleet supervisor.		
(3) How is the information used in Area's fleet administration?	After review the adjustments are made accordingly to improve efficiency and management of the fleet.		
c. Is the CHP 424 current?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(2) Have required services been done at the proper mileage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are hourly rates in line with prevailing rates?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the AT refer to manuals for invoice cost information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is work being done by vendors that should be done by the AT?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(4) Are there any warranty problems?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(a) If so, are they being resolved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Is the credit card being used in lieu of an invoice?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(6) Does the commander or his/her designee review and/or approve invoices?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Stamped, signature and date of approving official.		
e. Do invoices indicate parts are being supplied by the CHP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) If parts are on invoices, does the vendor give a discount?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
f. Are fleet operations bulletins maintained and accessible to the AT?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10. CONDITION OF THE FLEET	EVALUATED 10/5/2009	ACTION REQUIRED None
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Have any unauthorized modifications been made on vehicles?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the program objectives clearly understood by the commander and supervisors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are motorcycles being used on beats with predominantly high speed problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are motorcycles used for special duty officer transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletins discussed with riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. What type of active safety program does the Area have?		

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(1) Is there a Defensive Rider Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a sufficient number of CMTOs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are mandatory exercises being conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is the repair person proficient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service available on weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Are any motorcycles being operated with radios in a defective condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(6) Are any repairs being done by riders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(7) Does the Area swap radios with idle units to reduce down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is there adequate space to park and/or store motorcycles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is safety compromised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are parked motorcycles susceptible to theft or vandalism?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) When garaged at home, is the motorcycle in a covered, secured area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Has it been inspected and approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are records of the approval on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do equipment and accessory times comply with departmental regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there ample supply available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are spare tires available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Is a battery charger available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(5) Is there security and an accurate inventory kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. What arrangements have been made for servicing and repairing motorcycles?		
(1) Is it satisfactory and cost effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the maintenance program minimize officer and vehicle down time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is a supervisor's permission required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Is there a SOP covering this aspect of motorcycle operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Are vehicle files logically kept and up-to-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the motorcycle supervisor review all motorcycle invoices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is service up-do-date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are the forms filed for the life of the motorcycle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Inland Division	Division: Inland	Chapter: Chapter 6
Inspected by: L. O'Brien		Date: 10/06/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 4.5	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Due Date:		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement: The Fleet Management assessment is sufficient. Currently Inland Division has no recommendations for improvement at this time.

Inspector's Findings: During the inspection of the Inland Division Fleet Management, the inspector noted that the Auto Tech is operating within policy. The Auto Tech performs his daily duties and the Division is kept well informed as to the operations of the fleet. The Auto Tech maintains excellent records that are convenient to locate and review when necessary. Qualified vendors are used to keep the fleet maintained and repair rates and turn around time are acceptable and sufficient. Inland Division uses different vendors and has established an excellent rapport with these vendors. The fleet at Inland Division is monitored and well maintained.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

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Command: Inland Division	Division: Inland	Chapter: Chapter 6
Inspected by: L. O'Brien		Date: 10/06/2009

Required Action

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/16/09
	INSPECTOR'S SIGNATURE 	DATE 10/17/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/19/09